

**Director of District Community Schools**  
(Albany School District)

**DISTINGUISHING FEATURES OF THE CLASS:** The District Community Schools Director is responsible for leading and overseeing the implementation of community school programs within the school district. This role involves coordinating and supervising multiple community school staff members, collaborating with community partners, and ensuring the successful integration of academic, social, and health services into the school environment. The Director plays a critical role in promoting community engagement and enhancing educational outcomes for students.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Develop and implement a strategic vision for community schools in the district.
- Collaborate with school principals, Community School Site Coordinators, teachers and community partners to align community school programs with the district's educational goals.
- Provide leadership and direction to community school staff, ensuring alignment with district goals and objectives.
- Recruit, hire, train and partner with the school principal in evaluating Community School Site Coordinators
- Foster a positive and collaborative work environment that encourages staff development and growth.
- Set performance expectations, monitor programs and provide regular feedback to staff.
- Supervise and mentor staff, conducting regular performance evaluations and providing professional development opportunities.
- Establish and maintain strong relationships with community organizations, government agencies, nonprofits and other stakeholders to leverage resources and support for community school programs.
- Seek out and secure funding opportunities and grants to sustain and expand community school initiatives.
- Access personal information about students, staff, or other individuals associated with the school district, such as addresses, and contact information.
- Access to student information such as academic records, grades, attendance records, disciplinary records and health information are usually considered high confidential. Family Educational Rights and Privacy Act (FERPA)
- Access to information about school district employees, including salaries, evaluations, employment contracts, and disciplinary actions under their direct supervision.
- Develop data collection and evaluation strategies to assess the impact and effectiveness of community school programs.
- Use data-driven insights to make informed decisions and continuously improve program outcomes.
- Prepare reports for district leadership, school board, and community stakeholders.
- Prepare and manager the budget for community school programs, ensuring fiscal responsibility and accountability.

- Monitor expenditures and allocate resources efficiently to meet program goals.
- Engage with students, families, and community members to understand their needs and concerns.
- Organize and participate in community meetings, forums and events to promote awareness and participation in community school programs.
- Stay informed about local, state, and national education policies and advocate for policies that support the mission of community schools.
- Work with district leadership to ensure that community schools align with relevant policies and regulations.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Strong knowledge of community school models, best practices, and current educational trends.
- Excellent communication, interpersonal, and leadership skills
- Ability to build and maintain effective partnerships with diverse stakeholders.
- Proficiency in data analysis and program evaluation.
- Budget management experience.
- Commitment to equity, diversity and inclusion in education.

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Bachelor's Degree in Education, Social Work, Public Administration, or a related field. Minimum of 5 years of experience in Education or Community Development, with at least 2 years in a leadership or supervisory role.